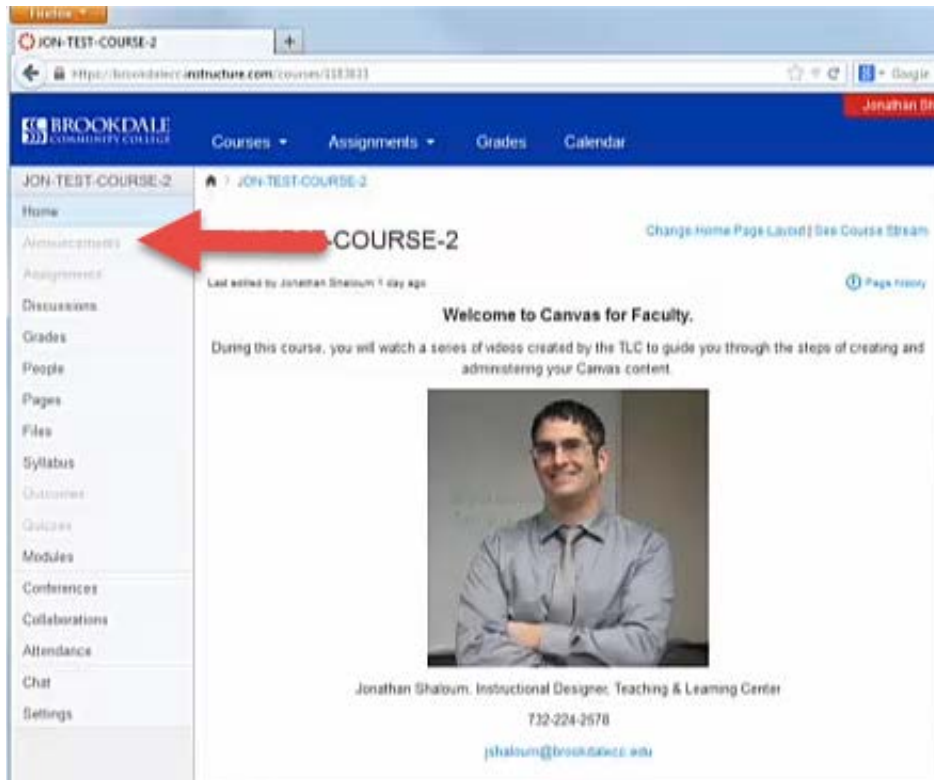




Canvas Tips for Faculty

Announcements

Announcements in your Canvas courses allow you to communicate with your students via E-mail and text messaging, concerning course activities and to post other course related topics.



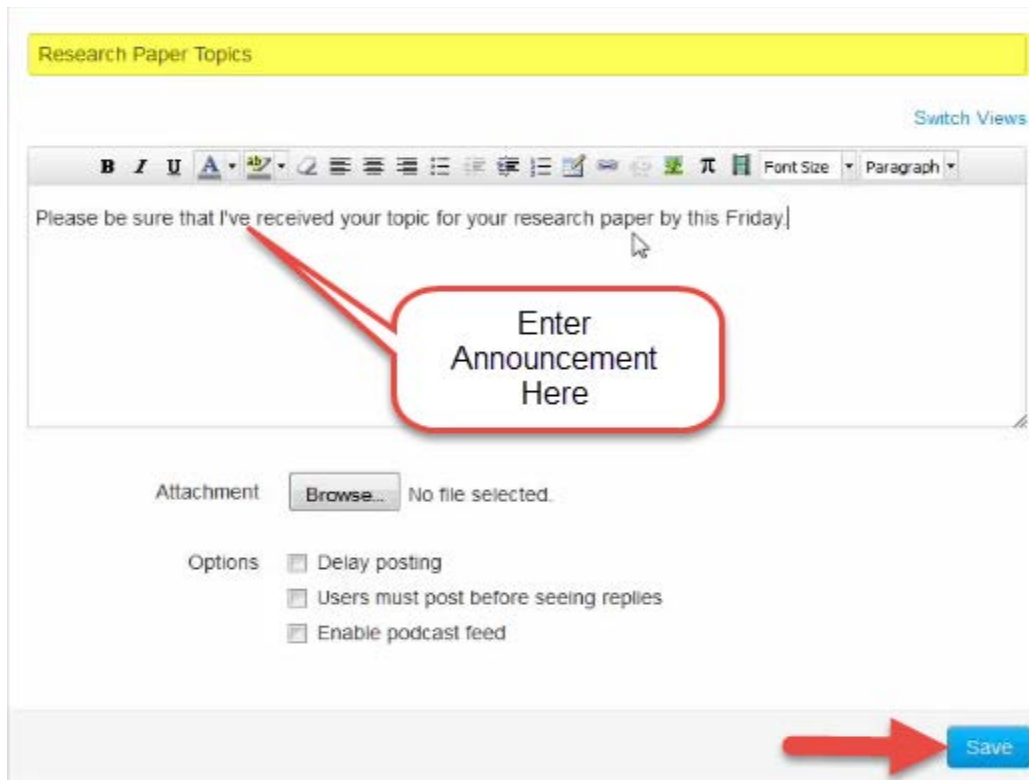
1. To create an announcement, click **Announcements** in the left Navigation Bar.

There are no announcements to show

+ Announcement

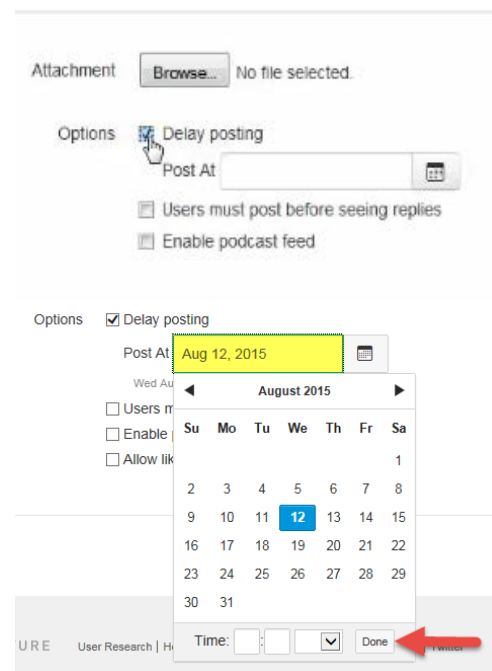


2. Then click the blue [***+* Announcement**] button.

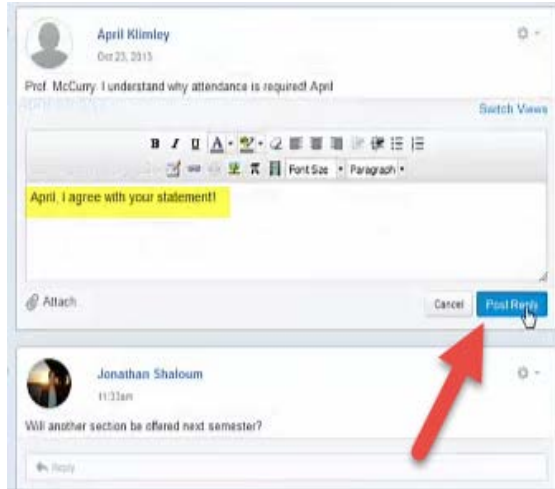
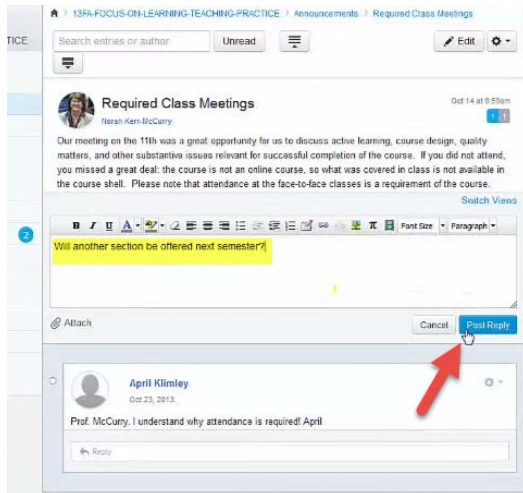


2. This will bring up the Message editor. Enter a title for your announcement in the *Topic/Title* Field above the toolbar. Then enter the message in the text field below the toolbar.

3. If you would like to delay the posting of this announcement, click **Delay Posting** next to **Options**.



4. Select the appropriate posting time and date and click the **Done** button below. Then click the blue **Save** button.
If you do not select *Delay Posting*, students will be notified immediately according to their notification preference (E-Mail or Text Message). In *Delayed Posting* students will be notified on the particular time and date selected.



- To reply to an announcement or another reply, click on **Reply** under the message. Type in your reply, then click **Post Reply**.



- If you prefer **not** to have students reply or to close your announcements, navigate to the announcement and click the *gear* icon in the right corner and select **Close for Comments**.

